

**U.S. Department of Energy**  
**Washington, D.C.**

**ORDER**

**DOE 3731.1**

12-19-89

Change 1: 7-8-92

**This directive was reviewed and certified as current and necessary by (Enter Name), (Enter Title) Director, Office of Management, Budget and Evaluation/Chief Financial Officer, XX-XX-XXXX.**

**SUBJECT: SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND  
RELATED PERSONNEL MATTERS**

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1. **PURPOSE.** To identify the interrelationships among suitability, security and access authorizations; to establish guidance and policy regarding position sensitivity designations, certain background investigations, and suitability determinations; and to establish the policies and procedures regarding waivers of preemployment investigations.
2. **SCOPE.** The provisions of this Order apply to all Departmental applicants and employees, except individuals appointed by the President.
3. **REFERENCES.**
  - a. DOE 3735.1, DISSEMINATION OF THE DEPARTMENTAL CONDUCT OF EMPLOYEES REGULATIONS, of 5-1-80, which provides a copy of the DOE regulations on conduct to each employee.
  - b. DOE 3750.1, WORK FORCE DISCIPLINE, of 3-23-83, which provides guidance and DOE policy on adverse and disciplinary actions.
  - c. DOE 5631.2B, PERSONNEL SECURITY PROGRAM, of 5-18-88, which establishes policy, responsibilities and authorities for implementing the personnel security program relating to access to classified information or special nuclear materials.
  - d. Federal Personnel Manual (FPM) Chapter 432, "Reduction in Grade and Removal Based on Unacceptable Performance," which describes actions taken based on performance.
  - e. FPM Chapters 731, 732 and 754, "Personnel Suitability," "Personnel Security," and "Suitability Disqualification Actions" which describe laws, rules and regulations relating to suitability and security issues.
  - f. FPM Chapter 735, "Employee Responsibilities and Conduct," which describes statutory debarment issues.
  - g. FPM Chapter 752, "Adverse Actions By Agencies", which describes adverse action procedures.
  - h. Office of Management and Budget (OMB) Circular A-130, which contains the requirement for designating the sensitivity of certain computer positions.

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**DISTRIBUTION:**  
All Departmental Elements

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**INITIATED BY:**  
Office of Personnel

- i. Title 5, Code of Federal Regulations (CFR), Part 5, which contains the authority for making suitability determinations.
- j. Title 5 CFR Part 5.4, describing required information and testimony.
- k. Title 5 CFR Parts 315 and 752, which describe removal and adverse action procedures.
- l. Title 5 CFR Parts 731, 732, and 754, which describe regulations relating to suitability and security.
- m. Title 10 CFR Part 710, which establishes criteria and procedures for determining eligibility for access to classified matter or significant quantities of special nuclear materials.
- n. Title 5, United States Code (U.S.C.), section 7532, which provides for removals that are necessary or advisable in the interests of national security.
- o. Section 145(b) of the Atomic Energy Act of 1954, as amended, which describes access requirements.
- p. Executive Order 10450, of 4-27-53, which contains investigative requirements.
- q. Executive Order 12356, of 4-2-82, which describes a system for safeguarding national security information.

#### 4. DEFINITIONS.

- a. Access Authorization. An access authorization or security clearance is an administrative determination that an individual is eligible for access to classified information or special nuclear materials. Section 145(b) of the Atomic Energy Act of 1954 states that there shall be no access to Restricted Data until the Office of Personnel Management (OPM) shall have made an investigation and report on the character, associations and loyalty of the individual. For certain levels of access the Federal Bureau of Investigation performs the role assigned to OPM by this section of this act.
- b. Designated Adjudicators. Designated adjudicators are members of a servicing personnel office who make suitability determinations. They must have attended an appropriate OPM training course in adjudication and must have been subject to a favorable evaluation based on at least a Background Investigation.
- c. Investigation. A review of an applicant's or employee's background. The different levels of investigation are:

- (2) Authorizes access to National Security Information pursuant to section 4.1(a) of Executive Order 12356 prior to completion of the required investigation when such action has been determined to be in the national interest.
- b. Under Secretary. Approves or disapproves requests to waive the preemployment investigation required for critical -sensitive or noncritical -sensitive positions.
- c. Director of Security Affairs (SA-1).
  - (1) Authorizes access to Restricted Data pursuant to sections 145(b) and 145(c) of the Atomic Energy Act of 1954, as amended, prior to, or in lieu of completion of the required investigation, after determining that such action is in the national interest.
  - (2) Grants, reinstates, continues, denies, or revokes access authorization in accordance with 10 CFR 710.32.
  - (3) Recommends to the Chief Financial Officer (CR-1) the amount of funding necessary for conducting investigations.
  - (4) Concurs on requests to the Under Secretary for waivers of preappointment investigations.
  - (5) Makes all determinations relating to access to Restricted Data, other than those cited in paragraph 6c(1) above.
- d. Heads of Departmental Elements.
  - (1) As required, request waivers of preemployment investigations from the Under Secretary.
  - (2) Designate a point of contact for position sensitivity level designations-and processing of investigative forms.
  - (3) Request approval to utilize an alternative procedure to one described in this directive.
  - (4) As required, request access to Restricted Data prior to, or in lieu of completion of the required investigation from the Office of Security Affairs.
- e. Deputy Assistant Secretary for Naval Reactors (NE-60). Determines position sensitivity or positions to which personnel are assigned within the Naval Nuclear Propulsion Program.

f. Director of Personnel (AD-50).

- (1) Develops, promulgates, implements, and provides advice on policies, standards and procedures concerning suitability, position sensitivity level designations, and related personnel matters.
- (2) Evaluates the effectiveness of the suitability and position sensitivity level designation programs.
- (3) Maintains liaison with OPM and other organizations regarding suitability and position sensitivity matters.
- (4) Approves requests to utilize an alternative procedure to one described in this directive.

g. Managers and Supervisors. Determine the level of access required and the sensitivity of each subordinate position and certify that information as required by the provisions of this Order.h. Employees and Applicants. As required, complete security and suitability forms completely, accurately, and in a timely manner. This involves providing full, frank, and truthful answers to relevant and material questions and, when appropriate, furnishing or authorizing others to furnish information during the course of an initial background investigation, reinvestigation, interview, letter of interrogatory, or hearing. An individual may elect not to furnish such information, but such an election may result in a disciplinary action, up to and including removal, or, in the case of an applicant, a decision not to employ.i. Servicing Personnel Offices.

- (1) Provide day-to-day advice and guidance to managers, employees and supervisors on the suitability and position sensitivity level designation programs.
- (2) Perform all phases of technical personnel operational support to organizational units serviced in order to ensure that the provisions of this Order and other related Orders that are under their jurisdiction are followed consistently.
- (3) Provide input to appropriate data systems (e.g., PAY/PERS) in order to ensure the accuracy of such systems.
- (4) Designate a suitability adjudicator and, where possible, a backup, who will determine the action to be taken in response to the identification of adverse suitability information.

7. OVERVIEW. The following describe the primary areas of activity which are covered by this directive:
- a. Position Sensitivity Level Designation. A determination of how comprehensive a background investigation will be required for entry into a given position.
  - b. Pre-Investigation Referral. Where derogatory information is discovered prior to initiating the appropriate level of investigation, the case must be referred to a designated adjudicator or to OPM for a preliminary suitability determination.
  - c. Investigation. If no preliminary derogatory information is discovered, or if such matters are adjudicated in the applicant's or employee's favor, an appropriate level of review of the applicant's or employee's background is conducted.
  - d. Waiver of Investigation. In some cases, a waiver may allow an applicant or employee to enter a new position or assume new duties prior to completion of the investigation. A waiver does not alter the requirement for an investigation or final suitability determination.
  - e. Suitability Determination. Following completion of the investigation, a final suitability determination must be made. If an adverse determination is made, or if access authorization is suspended or revoked, appropriate actions must be taken.
8. ALTERNATIVE PROCEDURES.
- a. An intent of this directive is to ensure that matters relating to suitability are conducted with a degree of uniformity and consistency within DOE and that all applicable laws and regulations be properly observed. The head of any field element holding delegated personnel authority or the Director of Classification and Staffing Division (AD-53) may request approval from AD-53 to utilize alternative Procedures to those described in this directive, so long as the alternative procedures proposed meet these requirements.
  - b. Any request for approval of an alternative procedure must clearly describe the procedure to be used, including any alternative forms and must be signed by the head of the field-element or by AD-53.

BY ORDER OF THE SECRETARY OF ENERGY:



DOLORES L. ROZZI  
Director of Administration  
and Human Resource Management



## CHAPTER I

### POSITION SENSITIVITY LEVEL DESIGNATIONS

#### 1. POSITION SENSITIVITY LEVEL DESIGNATIONS.

- a. In order to comply with all applicable requirements, some investigation must be made on any individual who is to be employed by the Federal Government. In order to determine how comprehensive the investigation will be, three separate determinations have to be made:
  - (1) How sensitive the position is in terms of the potential for adverse impact on the efficiency of the service;
  - (2) How sensitive the position is in terms of the potential for impact on the national security, including any ADP security considerations; and
  - (3) What, if any, access is required to Restricted Data, Formerly Restricted Data, National Security Information, or special nuclear materials in categories I or II.
- b. Determinations regarding access to classified information or special nuclear materials and position sensitivity in terms of the national security are both issues under the purview of the Office of Security Affairs (SA-1). Details regarding these matters are discussed in DOE 5631.28, PERSONNEL SECURITY PROGRAM, and questions should be referred to SA-1. In an effort to clarify the steps that must be taken, however, all three determinations will be discussed in this Order.
- c. Position sensitivity level designations result from the determinations described in paragraph 1a above and must be made for every position in the Department. Regardless of whether the designation is made based on the efficiency of the service or the national security, the same four designations are used: Special -Sensitive (SS), Critical Sensitive (CS), Noncritical -Sensitive (NCS), and Nonsensitive (NS). These designations are used to identify the type of investigation to which the applicant or incumbent will be subject and the frequency with which reinvestigations will be performed. In addition to the four basic sensitivity designations, positions that involve the responsibility for, involvement in, or access to computer systems must be identified by the addition of the letter "C" after the designation, pursuant to OMB Circular A-130 and FPM Chapter 732, subchapter 2-3. Finally, there are four access authorization

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designations: Q-sensitive, Q-nonsensitive, L, and S. Each position in DOE will be assigned a position sensitivity level designation that will include, if applicable, all of these designations. This means that there are a total of 30 possible position sensitivity level designations as shown in Attachment I-1.

## 2. PROCEDURES.

- a. Position sensitivity level designations will be made using either the process described in FPM Chapter 731, Appendix A, or the modification of that process described on the "Position Sensitivity Level Designation Worksheet." In either case, DOE F 3731.1, "Position Sensitivity Level Designation," must be used to document the designation. The worksheet presents supervisors with a series of questions which, when answered, will result in a proper position sensitivity level designation. Samples of the worksheet and of the designation form are shown in Attachment I-2.
- b. A part of the designation process deals with designating the impact and scope of the program with which the position is concerned. To facilitate this part of the process, Attachment I-3 contains a list of program placement designations. If individual organizations find that the designations shown are not appropriate, an alternative list may be developed. The list must apply to the entire organization (Departmental Element) and must be available for review. The steps described in FPM Chapter 731, Appendix A, will apply and appropriate documentation must be maintained. If an employee is engaged in work that involves more than one program, the program having the highest level of sensitivity must be used in the designation process, regardless of the amount of time the employee spends in that program.
- c. DOE F 3731.1, "Position Sensitivity Level Designation," only will be submitted to the servicing personnel office and will be filed, at the option of the servicing personnel office, on the left-hand side of the Official Personnel Folder of the incumbent of the position, in a separate file of position sensitivity level designations, or with the official position description.
- d. Within 6 months of the date of issuance of this Order, all supervisors must complete a DOE F 3731.1, "Position Sensitivity Level Designation," for each subordinate position. If more than one individual is covered by a single position description (standard jobs or additional-identical positions), and if the position sensitivity is determined based on risk factors and not on unique factors, a single copy of the form may be completed and photocopied for each incumbent. Each



DOE-F 3731.1  
(12-89)

**U.S. Department of Energy**  
**POSITION SENSITIVITY LEVEL DESIGNATION**

ORGANIZATION LOCATION:

First Subdivision: Administration and Human Resource Management

Second Subdivision: Office of Personnel

Third Subdivision: Division of Classification and Staffing

Fourth Subdivision: Recruitment and Staffing Policy

Fifth Subdivision: \_\_\_\_\_

POSITION TITLE, SERIES, AND GRADE: Personal Management Specialist, 201-13

POSITION NUMBER: \_\_\_\_\_

**I hereby certify that this position is designated as having the following sensitivity level and access requirement:**

NCS

**This determination is based on the official duties of the position and was arrived at based on the following:**

**(If this determination was arrived at based on one of the worksheet or the special adjustment factors from Appendix A of Federal Personnel Manual #1, enter the reason for the determination):**

Position responsible for adjudication or review of background investigations.

**(If this determination was arrived at based on risk factors, enter the program placement level assigned and the risk points in each column):**

PROGRAM PLACEMENT LEVEL \_\_\_\_\_

TOTAL RISK POINTS: \_\_\_\_\_

RISK POINTS ASSIGNED: A

B

C

D

E

ADP-COMPUTER SECURITY: -

\_\_\_\_\_  
Typed Name and Title  
First Level Supervisor

\_\_\_\_\_  
Typed Name and Title  
Reviewing Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### CHAPTER III

#### INVESTIGATIVE REQUIREMENTS AND PROCEDURES

##### 1. EMPLOYMENT OF A NON-DOE INDIVIDUAL.

- a. If the position in question is sensitive (i.e., SS, CS, or NCS), the individual may not be brought on board until:
  - (1) After the appropriate background investigation has been completed and adjudicated; or
  - (2) In the case of a CS or NCS position, after a waiver of the preappointment background investigation has been granted by the Under Secretary, in accordance with the procedures described in Chapter IV.
- b. A waiver will not be granted unless the required background investigation forms have been properly and completely filled out and submitted.
- c. If the position in question is SS, the individual may not be brought on board until after the background investigation has been completed and adjudicated. Waivers may not be granted for these positions.
- d. If a waiver is granted for a CS or NCS position, the individual will not be granted access to classified information or special nuclear materials prior to the completion and adjudication of the background investigation, unless an interim access is also authorized. The procedures for obtaining an interim access are described in DOE 5631.26, PERSONNEL SECURITY PROGRAM. Interim access authorizations will only be considered for positions requiring a Top Secret or Q clearance.
- e. If the position is NS, the individual may not be brought on board until after the required background investigation forms have been properly and completely filled out and submitted to the servicing personnel office.

##### 2. A POSITION CHANGE OF A CURRENT DOE EMPLOYEE WHICH REQUIRES A MORE STRINGENT INVESTIGATION.

- a. An upgraded background investigation may be required when position sensitivity or the need for or potential access to classified information changes due to the employee being placed in another position or the addition of new duties or responsibilities to the present position.

- b. A position change involving movement to a different position requiring a more stringent investigation will not be effected until:
  - (1) After the appropriate background investigation has been completed and adjudicated; or
  - (2) In the case of a CS or NCS position, after a waiver of the preappointment background investigation has been granted by the Under Secretary, in accordance with the procedures described in Chapter IV.
- c. A waiver will not be granted unless the required background Investigation forms have been properly and completely filled out and submitted to SA-1.
- d. If the position in question is SS, the position change will not be effected until after the background investigation has been completed and adjudicated.
- e. If a waiver is granted, the employee will not be granted access to classified information or special nuclear materials prior to the completion and adjudication of the background investigation, unless an interim access is also authorized. The procedures for obtaining an interim access are described in DOE 5631.2B, PERSONNEL SECURITY PROGRAM. Interim access authorizations will only be considered for positions requiring a Top Secret or Q clearance.

### 3. PROCEDURES

- a. Whenever a personnel action is requested that requires submission of a DOE F 3511.1, "Position Description," a copy of DOE F 3731.1 "Position Sensitivity Level Designation," must accompany the request. The form may be a photocopy, but must carry an original signature and current date.
- b. The servicing personnel office will be responsible for determining whether an SF-86, "Questionnaire for Sensitive Positions," or an SF-85, "Questionnaire for Nonsensitive Positions," is required. The servicing personnel office will forward the appropriate form to the employee or selectee through the employing or selecting organization's point of contact for investigations. If access is required, the servicing personnel office will also include a DOE F 5631.18, "Security Acknowledgment."
- c. The employee or selectee will be provided with instructions to return the original and two copies of the SF-86 and, if appropriate, the original DOE F 5631.18 to the employing or selecting organization.

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When returning the forms, he or she will be directed to complete Part II of the SF-86 in private, seal it in an envelope, print or type his or her full name and the words "QSP-Part II" on the envelope, staple it to Part I, and return it to the employing or selecting organization. That organization will be responsible for reviewing Part I of the completed form to ensure that it is completely and properly filled out and for forwarding the form directly to the servicing personnel office. Part II of the form will only be reviewed by authorized personnel. A chart showing the required forms appears in Attachment I-1.

- d. The servicing personnel office receiving a completed SF-85 or SF-86 will review the submitted materials to determine if a preinvestigative referral is required under the provisions of Chapter II. The servicing personnel office will then complete sections A through P of Part 1 of the SF-86 or sections A through K of the SF-85 and will arrange to obtain two completed SF-87, "Fingerprint Cards." In addition, if access is required, DOE F 5631.18, a Security Acknowledgement form, will be obtained. If access is not required and if referral is not warranted, the servicing personnel office will forward the forms to OPM for the appropriate investigation. If access is required and if referral is not warranted, the servicing personnel office will forward the forms to SA-1 or the appropriate local security office for processing.
- e. If the individual has submitted any forms or information that indicate that a background investigation has been performed within the past 15 years, the servicing personnel office should make every effort to determine the investigating agency, the agency that requested the investigation, the date the investigation was completed, and any other information that would aid in obtaining the results of the investigation. If the position requires access, a notation should be made on the transmittal to SA-1 or the appropriate local security office which summarizes the information. A copy of any investigative reports on file will be submitted with the request for access authorization. Original reports must not be sent. If the position does not require access, the information should be transmitted to the investigating agency.
- f. Any completed SF-85 or SF-86 should generally be referred to the appropriate investigating organization within 7 working days.
- g. Individual servicing personnel offices may establish deadlines for the return of a properly completed SF-85 or SF-86. If the forms are not returned prior to the deadline, the servicing personnel office may cancel any requested personnel action.

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- h. The following rules will be followed when submitting forms:
- (1) All forms must be typewritten or legibly printed in ink.
  - (2) All copies must be signed and dated. Photocopies of signatures are not acceptable. Part I of the SF-86 should contain a signature and date in case Part 11 is lost or destroyed.
  - (3) Complete 5-digit ZIP codes must be included in all spaces provided.
  - (4) The FROM and TO dates for each period of employment, education and residence must be completed. The SF-85 or SF-86 must contain an account of all time periods.
  - (5) All blocks on the Fingerprint Card must be completed. The person being printed and the person taking the prints must sign the card. Fingers must be fully rolled and prints must make the appointment. No test papers will be submitted.

4. REINVESTIGATIONS.

- a. Any employee whose position sensitivity is Special-Sensitive or Critical-Sensitive must be reinvestigated every 5 years after the initial placement. For those positions that do not involve access to classified information or special nuclear materials, the servicing personnel office will initiate the reinvestigation by sending an SF-86 to the organization's point of contact no later than 90 days prior to the expiration of the 5-year period. The organization's point of contact will be responsible for returning the forms, completely and accurately filled out, to the servicing personnel office no later than 30 days prior to the expiration of the 5-year period. Noncritical-sensitive positions also may be reinvestigated at the option of the agency.
- b. SA-1 or the local personnel security office is responsible for reinvestigations of incumbents of positions involving access to classified information or special nuclear materials. The applicable procedures are described in DOE 5631.2B, PERSONNEL SECURITY PROGRAM. If an individual's access is terminated under the provisions of Chapter VII of DOE 5631.2B, PERSONNEL SECURITY PROGRAM, SA-1 or the local security office shall so notify the servicing personnel office so that any reinvestigations that may be required subsequent to the termination may be scheduled.

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5. RECORDKEEPING.

- a. Any application or SF-85 stamped "Cleared/Processed/Investigated/Results Referred Under E.O. 10450" which was received by servicing personnel office prior to April 1, 1988, must be retained in the employee's Official Personnel Folder.
- b. Any application or investigation completion certificate stamped "Processed/Investigated/Results Referred Under E.O. 10450" received after April 1, 1988, will be maintained by the local servicing personnel office.
- c. Any investigative reports involving access authorizations will be retained by the local personnel security office. Any investigative reports not involving access authorization will be retained by the servicing personnel office.
- d. Any waivers of preappointment investigations will be retained in the employee's Official Personnel Folder and a copy will be provided to the local personnel security office.
- e. A copy of an SF-86 used to initiate an investigation will be retained in the employee's Official Personnel Folder.
- f. No investigations records, cases, reports, transcripts, fingerprint cards or other case file documentation will be filed in the Official Personnel Folder, except certifications of investigation and adjudication.

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CHAPTER IV

WAIVER OF PREAPPOINTMENT INVESTIGATION

1 . WAIVER OF PREAPPOINTMENT INVESTIGATION.

- a. Since investigations require several months to complete, a request for a waiver of the preappointment investigation may be submitted for consideration in an emergency for positions designated as CS or NCS.
- b. The authority to approve waivers of the preappointment investigation rests with the Under Secretary and may not be redelegate.
- c. Waivers of preappointment investigations may not be requested for SS positions.

2. PROCEDURES. The procedure for submitting requests for waivers is as follows:

- a. A waiver may only be requested when the Head of the Departmental Element certifies to the following conditions:
  - (1) The need to have the individual commence work as soon as possible is a "case of emergency" and that such action is necessary in the national interest;
  - (2) A review of the applicant's SF-86, "Questionnaire for Sensitive Positions," past employment, and results of reference checks were favorable;
  - (3) Meaningful work for the organization can be accomplished by the individual without access to classified information or, if the individual is already a DOE employee who has been granted a more restricted level of access than is now required, such access as has been authorized may be continued.
- b. The authority to certify to the above conditions may not be redelegate.
- c. The Head of the Departmental Element will prepare a memorandum, based on the example shown in Attachment IV-1. The request must contain a recommendation for approval or disapproval of the waiver by the servicing personnel office based on the suitability determination criteria and a recommendation for approval or disapproval of the waiver by the local security office based on the outcome of a subject interview, if required. Interviews will be conducted by the local security officer or his or her designee. The request must be submitted to SA-1.

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- d. SA-1 will contact such other investigative organizations as he or she deems fit to determine whether any derogatory information is likely to be developed during an investigation. He or she will then recommend either approval or disapproval of the waiver based on all available information. The waiver will then be submitted to the Under Secretary for a final decision regarding the granting of a waiver.
- e. Requesting organizations need to be aware that the processing time for a waiver request is generally between 4 and 8 weeks. Most of this time is required in order to obtain responses from other investigative organizations and cannot be reduced.
- f. An approved waiver of preappointment investigation will be placed in the employee's Official Personnel Folder. If access authorization is involved, a copy of the approved waiver will be provided to the local personnel security office.

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EXAMPLE WAIVER REQUEST

DOE F 1325.8  
(10-86)

**United States Government**

**Department of Energy**

# memorandum

DATE:

REPLY TO (Organization Routing Designator)  
ATTN OF:

SUBJECT: Request for Waiver of Preappointment Investigation

TO: Under Secretary  
THRU: Director, Office of Security Affairs, SA-1

In accordance with the procedure for waivers of preappointment investigations, the following request for a waiver is submitted:

Name: Mary Smith Grade: GS-12

Current DOE Security Clearance: None

Proposed Position Title: Personnel Management Specialist

Organization: Office of Personnel

Immediate Supervisor: Bob Doe

Proposed EOD or Effective Date: 1 - 1 - 90

Based on this organization's review, there appears to be no derogatory information which would preclude employment in a Critical-/Sensitive or a Noncritical-/Sensitive position.

The individual's duties, pending completion of the investigation and granting (or upgrading) of a security clearance, will involve

attending training, developing local personnel procedures,

processing personnel actions, and providing advice and guidance

to managers

If approved, I will ensure that the individual will have no access to any classified information prior to the granting of a security clearance or will have access to the level of his or her current DOE clearance. Forms required for the investigation were submitted on 12-15-89 [date].

I certify that this request is an emergency and in the national interest and recommend approval because the personnel officer position must be

filled in order to continue the work of the organization. There are no

other employees capable of performing these duties

Signature and Title: \_\_\_\_\_

Vertical line denotes change.

REQUEST FOR WAIVER OF PREAPPOINTMENT INVESTIGATION

Date: \_\_\_\_\_ Organization: (Organization Routing Designator)

Name: Mary Smith

\*\*\*\*\*

Based on an interview conducted by the Security Officer or his or her designee, if required, there is no indication of pertinent derogatory information precluding the appointment indicated.

_____ Signature	_____ Title	_____ Date
Security Officer *****		

Based on the servicing personnel office's review of the individual's previous employment record, his or her SF-86, and, if appropriate, the transcript of an interview conducted by the Security Officer or his or her designee, there is no indication of pertinent derogatory information that would be likely to result in an adverse suitability determination.

**EXAMPLE**

_____ Signature	_____ Title	_____ Date
Personnel Officer *****		

Indices checks conducted by the Office of Security Affairs reflect no indication of pertinent derogatory information precluding the appointment indicated.

_____ Signature	_____ Date
Director, Office of Security Affairs *****	

WAIVER OF A PREAPPOINTMENT INVESTIGATION FOR THE ABOVE NAMED INDIVIDUAL TO OCCUPY A CRITICAL-SENSITIVE OR A NONCRITICAL-SENSITIVE POSITION IS NECESSARY IN THE NATIONAL INTEREST.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Under Secretary  
Department of

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Under Secretary  
Department of Energy

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5. ADJUDICATIONS. Any reports of investigations will be returned to the Department through SA-1 or the local security office. In the event that derogatory information is received, SA-1 or the local security office will forward a copy of the report to the servicing personnel office. If the position is one that requires access, the designated adjudicator will review the information for a suitability determination at the same time as SA-1 or the local security office is reviewing the information to determine whether access will be granted. If either organization plans to contact the individual to obtain further information relating to the derogatory information, that action will be coordinated before any contact is made. If either organization makes an adverse determination, the other organization should be notified immediately.

Vertical line denotes change.



CHAPTER VI

ACTIONS TAKEN AS A RESULT OF AN ADVERSE SUITABILITY DETERMINATION  
OR A REVOCATION OR SUSPENSION OF AN ACCESS AUTHORIZATION

1. TERMINATION DURING A PERIOD OF PROBATION.

- a. If an employee is serving a probationary period under 5 CFR 315.801, and if the derogatory information involves issues arising during the period of probation, he or she may be terminated under the provisions of 5 CFR 315.804.
- b. If the derogatory information involves issues arising in whole or in part prior to his or her appointment, the probationary employee may be separated under the provisions of 5 CFR 315.805.
- c. An individual terminated under the provisions of paragraph 1(a) or 1(b) above, may appeal that action to the MSPB if he or she alleges that the action was based on partisan political reasons or marital status. He or she may also appeal to the Equal Employment Opportunity Commission (EEOC) if he or she alleges that the action was based on discrimination because of race, color, religion, sex or national origin, physical handicap, or age, provided that at the time of the action he or she was at least 40 years old.
- d. An individual, terminated under the provisions of paragraph 1b, may appeal that action to the MSPB if he or she alleges that the procedural requirements of 5 CFR 315.805 were not properly followed. If prohibited discrimination is raised in addition to the procedural issue, the employee may raise that issue in the appeal to the MSPB.

2. REMOVAL AND DEBARMENT ACTIONS FOR UNSUITABILITY.

- a. Coverage. This route is appropriate in the following circumstances:
  - (1) The individual is serving in an appointment in the competitive service "subject to investigation" under 5 CFR 731.301(a). Positions subject to investigation generally include probationers and others with less than a full year of current service. DOE may terminate these appointees for unsuitability for most of the types of misconduct listed in 5 CFR 731.202 (criminal conduct, misconduct in previous employment, habitual use of intoxicants, etc.). Misconduct involving deception or fraud in

an examination or appointment or involving a refusal to furnish testimony must be dealt with by OPM, MSPB or the Office of Special Counsel, as appropriate.

- (2) The individual has served in a competitive position for longer than 1 year of current service and-is, therefore, no longer "subject to investigation." Employees in this category may only be removed for unsuitability on OPM orders and only for reasons of either material intentional false statement or deception or fraud in examination or appointment; or refusal to furnish testimony required under 5 CFR 5.4. In these cases, DOE also has an opportunity to respond. Any such response must have the concurrence of AD-50.

- b. Procedures. Removals and debarment for suitability are handled using procedures contained in 5 CFR Part 731, and 5 CFR Part 754. These procedures provide for a 30-day written notice of the proposed action, an opportunity to respond, a written decision, and an appeal to MSPB. If the employee appeals the action, Part 754 requires that the employee be maintained in a pay status pending action on the appeal. It is OPM's position that "employee" in this context only applies to people who are no longer serving in positions "subject to investigation." If the person is still within the "subject to investigation" period, DOE may suspend the person without pay, or may keep him or her in a pay status. Part 752 does not apply to a suspension in this situation. Depending on the seriousness of the offense, the individual may be debarred from competing in a competitive examination or accepting competitive employment for a period of not more than 3 years. Upon expiration of the period of debarment, the individual may not be appointed to any competitive service position until after OPM has determined his or her fitness.
- c. Actions are not grievable or arbitrable under DOE or negotiated grievance procedures.

3. ADVERSE ACTIONS FOR MISCONDUCT UNDER 5 CFR PART 752.

- a. Coverage. This route is appropriate for any employee in the competitive service who is not serving a probationary period and who is not on a temporary appointment. It is also appropriate for certain employees in excepted service positions. Specific coverage is discussed in 5 CFR 752.201, 5 CFR 752.401, and DOE 3750.1, WORK FORCE DISCIPLINE. Also, if the action to be taken is less severe than removal (e.g., suspension), Part 752 procedures apply. That is, even if the individual is potentially subject to a Part 754 action, but the proposed action is less severe than removal, the action must be processed under Part 752.



CHAPTER VII

LOCAL PROGRAMS

1. REPORTING REQUIREMENTS

- a. Any designated adjudicator who makes an adverse suitability determination must provide the following information to the Office of Personnel, Classification and Staffing Division, Recruitment and Staffing Policy Branch (AD-532);
  - (1) The nature of the derogatory information;
  - (2) The level at which the determination was made (basic suitability, position sensitivity, or position performance);
  - (3) The action being proposed;
  - (4) The status of the affected individual; and
  - (5) Any other pertinent information.
- b. No adverse suitability action will be taken until at least 5 working days after receipt of the required information by AD-532 unless such a delay would adversely affect the organization's ability to take the action (e.g., expiration of the "subject to investigation" period).
- c. The primary purpose of the requirement is to increase the degree of uniformity in adjudicating suitability within the Department.

2. REVIEWS OF LOCAL PROGRAMS

- a. Servicing personnel offices must provide for an annual self review of their suitability program. Such a review must include, but is not limited to, the following concerns:
  - (1) Whether forms are being completed and submitted by the selecting or employing organization in a timely manner and in accordance with the provisions of Chapter 111, paragraph 3;
  - (2) Whether completed forms are being referred to the proper investigating organization or Security Affairs in a timely manner;
  - (3) Whether completed investigations are being recorded and filed;

Vertical line denotes change.

- (4) Whether position sensitivity designations are being properly made and documented;
  - (5) Whether there are a high percentage of changes to position sensitivity designations, indicating the possibility that initial designations are being made incorrectly;
  - (6) Whether all required investigations or waivers are obtained prior to filling an other than nonsensitive position;
  - (7) Whether requests for reinvestigations are being initiated properly and in a timely manner.
- b. Periodic reviews of local suitability programs may be made either during a Departmental personnel management evaluation or through a special review made by AD-532.
3. LOCAL PLANS. Local plans must specify the location used to file position sensitivity designations (see Chapter I, paragraph 2c), and must provide for tickler systems to ensure that:
- a. reinvestigations are requested in a timely manner;
  - b. forms are submitted to the investigating organization or Security Affairs in a timely manner; and
  - c. the local organization remains aware of whether reports of investigations are obtained in a reasonable period of time.

Vertical line denotes change.

U.S. Department of Energy  
Washington, D.C.

PAGE CHANGE

DOE 3731.1 Chg 1

7-8-92

SUBJECT: SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND  
RELATED PERSONNEL MATTERS

1. PURPOSE. To transmit revised pages to DOE 3731.1, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS, of 12-19-89.
2. EXPLANATION OF CHANGE. To transmit revised pages to reflect only organizational title and routing symbol editorial revisions required by Notices in the SEN-6 series. No substantive changes have been made at this time. However, this Order will undergo substantive changes in the near future. If you have any questions about specific provisions of the Order, please consult appropriate staff members in the Office of Personnel.

3. FILING INSTRUCTIONS.

a.	<u>Remove Page</u>	<u>Dated</u>	<u>Insert Page</u>	<u>Dated</u>
	1	12-19-89	1	7-8-92
		12-19-89	2	12-19-89
	5 thru 7 (and 8)	12-19-89	5 thru 7 (and 8)	7-8-92
		12-19-89	I-1	7-8-92
	I-1	12-19-89	I-2	12-19-89
	Atch I-2, page I-7	12-19-89	Atch I-2, page I-7	7-8-92
	(and I-8)		(and I-8)	
	III-1	12-19-89	III-1	12-19-89
	III-2 thru III-5	12-19-89	III-2	7-8-92
	(and III-6)		III-3 thru III-5	7-8-92
			(and III-6)	
	IV-1 and IV-2	12-19-89	IV-1 and IV-2	7-8-92
	Atch IV-1, page	12-19-89	Atch IV-1, page	7-8-92
	IV-3 and IV-4		IV-3 and IV-4	
	V-3 (and V-4)	12-19-89	V-3 (and V-4)	7-8-92
	VI-1	12-19-89	VI-1	12-19-89
	VI-2	12-19-89	VI-2	7-8-92
	VII-1 and VII-2	12-19-89	VII-1 and VII-2	7-8-92

- b. After the attached pages are filed, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



DOLORES L. ROZZI  
Director of Administration  
and Human Resource Management

DISTRIBUTION:

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